

Kankakee County Health Department  
Regular Meeting  
October 17, 2024

Members Present: Mr. Antonio Carrico, Mr. Jim Johaneck, Mr. Rodney Gustafson, Dr. Olatunji Akintilo, Mrs. Neelie Panozzo, Dr. Jeffery Long, Dr. Edward Kent Frye

Members Absent: Ms. Kathryn Hamblen, Dr. Syreeta Jones

Staff Present: Mr. John Bevis, Mr. Keith Wojnowski, Ms. Nicole Finnegan

The meeting was called to order by Mr. Carrico at 5:00pm

**APPROVAL OF THE AGENDA**

A Motion to approve the October 17, 2024, agenda was made by Mrs. Panozzo, seconded by Mr. Gustafson, the motion passed unanimously.

**PUBLIC COMMENT**

Debbie Coy

**APPROVAL OF THE MINUTES**

A motion was made by Dr. Long to accept the September 19, 2024, Board of Health minutes, seconded by Dr. Akintilo, the motion passed unanimously.

**EMPLOYEE INFORMATION**

Mr. Bevis reported that we are very happy to announce that we had a great week and were able to hire a Bilingual Client Service Representative, a Genetics RN, as well as a Healthworks RN Case Manager. We also have one shadowing scheduled for our RN Case Manager position currently open and are excited to being much closer to fully staffed.

**DIVISION REPORTS**

*Client Services*

**MATERNAL CHILD**

Mr. Bevis reported on behalf of Mrs. LaFine that we are transitioning our focus to on-boarding orientation and training for our new WIC/FCM team members. Mr. Bevis also reported that Youthcare/Centene MCO will be doing a desktop ZOOM review of cases and meeting our new Healthworks Nurse. We are also completing our annual due diligence compliance audit with Centene by the end of October. We are also very excited that our Genetics Nurse has also been recruited and hired for our next grant cycle. Next steps are to meet with our IDPH Genetics Grant Coordinator next week to discuss grant deliverables and the new performance standards reporting format.

**COMMUNICABLE DISEASE**

Mr. Bevis also reported that KCHD has FLU vaccine (all types for all ages) available and COVID vaccine is currently available at our walk in clinics Tuesday and Thursdays as usual. Communicable Disease Nursing staff have participated in outreach events for staff and students at the Area career Center, and we have outreach at

Indian Oak resident youth scheduled on Thursday, October 17<sup>th</sup>, as well as outreach to Bradley Bourbonnais Community High School on October 18<sup>th</sup>.

### *Environmental Health*

None

### *Administrators Report*

Mr. Bevis included his report in the packet which listed the following: October is upon us, and our social media is active promoting National Children's Health Month, National Domestic Violence Awareness Month, Spina Bifida Awareness Month, ADHD Awareness Month, Pregnancy and Infant Loss Awareness Month, Down Syndrome Awareness Month, Breast Cancer Awareness Month, and Health Literacy Awareness Month. We also shared information on Naloxone Training, Tuesday Tips for Teens, Alcohol Safety, Sleep Health, STD's, Cerebral Palsy, and Who Knew Radio Topics. Follow us on all the platforms we participate in for information and education to help improve your health and the health of the community.

Recent events that the KCHD staff have attended include our Car Seat Safety Check event on 9/18, the KCC Job Fair on 9/18, The Violence Prevention Council Meeting on 9/19, The Senior Fair on 9/24 with great results from the Geofencing component, Thresholds Open House on 9/26, KCHD Teen Conference at KCC 10/3, Out of Darkness Walk at KCC on 9/28, County Board presentation on CHI and the BOH by Mr. Carrico and an article in the Journal for same on 10/8, Continuum of Care meeting on 10/1, United Way Leadership Breakfast on 10/9, and the State of the County event on 10/15 sponsored by the Chamber of Commerce. Our staff continue to participate where we can and when we can to help promote, protect and monitor the safety and well-being of Kankakee residents.

Upcoming events include the "Celebrate IRIS" event on 10/24, at KCC in the morning to bring awareness to the business and public community regarding what has happened since the launch in February of 2024, a community drill at a local industrial business with all the emergency players to test capabilities within the community on 10/19, and the 2nd Homeless Summit on 11/1; a day of insightful discussions, networking opportunities, and community collaboration as we address the issue of homelessness in our county.

## **ADMINISTRATIVE REPORTS**

### *Financial Status*

Mr. Carrico instructed the Board to refer to the Financials in the Board packets.

For August 2024, we should be at 75% of the year. We received just over \$348,000 in grant revenue; this brings us to 74.65% of our budgeted grant revenue for the year. Under Fees, we are just under 115% of the amount budgeted for the year. Our clinic services continues to be high at nearly 142% for the year with 3 months still to go for FY24. Our interest for the month was about \$9760; this was lower due to the dates posted so First American posted the August interest on September 2, 2024. Therefore, you will see a higher amount of interest on the September financials. Total revenue received in August is recognized at \$387,019.80; total revenue for the year thus far is \$2,989,213.07, or 78.35% thus far, which is slightly over the projected/budgeted amount that we should be at in August.

On the expense side for August, we are at 73.09% for Personnel & Fringe, so we are slightly under budget due to open positions. Total expenses for the year thus far are now at 75.19%. Overall, we are showing \$2,868,381.04 in expenses, so we have a positive fund balance of \$120,832.03. Accounts

Receivable for August stands at just under \$263,000 for grants billed through 8/31/2024. About \$110k of that is from IDPH, about \$141k of that is from DHS (Case Management, WIC, and Opioid), with the remainder from other sources for our Healthworks & IPHA/HIV grants, and IRIS (nearly \$12k total). See additional attachment for outstanding Accounts Receivable.

For our cash on hand: The IPTIP account received \$9906.95 in interest for August, but we had to return \$146.79 to IDPH for any interest received over \$500 on the advance payment they sent for the SIPA grant. And with the August interest for the money market and the checking account not hitting the accounts until 9/2/24, that then brings the total interest for August to \$9760.16. Total Cash on Hand is \$4,835,801.48 as of 8/31/24. A motion was made by Mrs. Panozzo to combine and approve the June and July 2024 Financials, seconded by Dr. Long, and a roll call vote was taken, the motion passed.

Mr. Bevis explained that the FY 25 Annual Budget was included in your packet, Dr. Akintilo made a motion to approve the FY25 Annual Budget, seconded by Mrs. Panozzo and a roll call vote, the motion passed.

Mr. Bevis also explained that as a result of our last Fiscal Administrative Review for DHS, we need all Board members and employees to sign a Conflict-of-Interest Disclosure form, this form was included in your packet. Dr. Long made a motion to approve the presented Conflict of Interest Disclosure form, seconded by Mr. Johanek, the motion passed.

## **OLD BUSINESS**

Mr. Bevis explained that we have been working with Jesse from Pathfinder on some of our upcoming website updates including the addition of a CHI section and we are excited as we move forward with the new version once the platform and ADA updates have been completed.

Mr. Carrico updated the Board on the Community for Health Improvement program (CHI). Including that he has been working with Jesse on customizing the look of the CHI page on our website as well as ways to engage qualified community members to join and speak and continue to promote the opportunity with the public.

## **NEW BUSINESS**

Mr. Bevis explained that we received the FY 24 Audit Engagement Letter to participate in the combined audit with the County using SKDO. Dr. Long approved using SKDO for our FY 24 Audit for 13k, seconded by Mr. Johanek and a roll call vote, the motion passed unanimously.

Mr. Bevis announced that included in the packet is the language that we would like to use for our Bids project for exterior power washing, preparation of the exterior walls, and painting of the building. Dr. Long made a motion to approve the language, seconded by Mr. Johanek, the motion passed.

Mr. Bevis explained that it's time to elect a nominating committee for our upcoming 2025 Election of Board of Health Officers. Mrs. Panozzo and Mr. Johanek have volunteered to be on our nominating committee, if anyone would like to nominate, please reach out so they can meet and discuss their nominations at our next meeting.

Mr. Carrico explained that he was approached by Mr. Johanek to create a resolution amending the Kankakee County Board of Health Bylaws 55ILCS 5/5-25013 (B)(C) "Changing the elections of officers and vacancy in the office of the President, Vice-President, or Secretary effective November 2024 upon approval of

the Board of Health.” After some discussion from the Board, Dr. Long made a motion to approve amending “Changing the elections of officers and vacancy in the office of the President, Vice-President, or Secretary effective November 2024 to remove term end dates, seconded by Dr. Frye, and a roll call vote, the motion passed.

#### **OTHER BUSINESS**

Mrs. Panozzo made a motion to move up Other Business, seconded by Dr. Long the motion passed. Mr. Carrico explained that it would be great for the Health Department to sponsor a table and invite Board members and employees to the County Drug Free Auction. Mr. Gustafson made a motion to approve purchasing a table at the event, seconded by Dr. Long, and a roll call vote, the motion passed unanimously.

#### **EXECUTIVE SESSION**

Dr. Long made a motion to approve entering Executive Session 5ILCS 120/2/(c)(2) Contract Negotiation, seconded by Mrs. Panozzo, the Board enters Executive Session. Mr. Gustafson made a motion to exit Executive Session, seconded by Mrs. Panozzo, the motion passed.

#### **ACTION RESULTING FROM EXECUTIVE SESSION:**

Mr. Gustafson made a motion resulting from discussion in Executive Session to not re-open Contract Negotiations, seconded by Dr. Akintilo, and a roll call vote, the motion carried.

#### **ADJOURNMENT**

There being no further business before the Board, Mr. Gustafson moved to adjourn, the motion was seconded by Mrs. Panozzo and passed unanimously.

Minutes Respectfully submitted by,

Mr. Jim Johaneck, Secretary

Minutes Reviewed by, Mr. John Bevin, MPH, Public Health Administrator

Minutes prepared by Ms. Nicole Finnegan, HR Administrative Coordinator